



BENAZIR KAMAL

HEALTHCARE MANAGEMENT PROFESSIONAL

OBJECTIVE

My immediate aim is to seek a position which will help me utilize my skills and abilities for continuous progress on both professional and personal fronts while being resourceful and innovative

CONTACT

Muwellieh Commercial, National
Paints
Sharjah, UAE
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EDUCATION

- MBA Health & Hospital Management, 2015
- Bsc Medical Lab Technology, 2013

PERSONAL DETAILS

Date of Birth: 19.01.1993
Visa : Husband Visa
Languages Known : English, Hindi, Tamil
Nationality : Indian

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

WORK EXPERIENCE

LIFE PHARMACY CORPORATE OFFICE, DUBAI
ADMINISTRATION EXECUTIVE
DECEMBER 2016 - MARCH 2017

- Scheduling and coordinating meetings, interviews, events and other similar activities.
- Preparing LPO for office supplies and other all pharmacy outlets.
- Raising and sorting quotations for supplies as required.
- Maintaining records and providing administrative support for new outlet opening.
- Working with HR team regarding interview scheduling, training and evaluation of employees.

AVANZAR HEALTHCARE, MUMBAI
SR. OPERATIONS EXECUTIVE
JUNE 2015 - NOVEMBER 2016

- Dealing with inquiries from all clients in a courteous and professional manner.
- Account relationship management for various clients.
- Follow ups and documentation.
- Listing client information on various e-platforms.
- Orientation and training to new employees.